

**ARIZONA DEPARTMENT OF AGRICULTURE**

**SUBSTANTIVE POLICY STATEMENT**

**PSD 5.21, Phytosanitary Application Guidelines: Inspections for Small Grains**

**A.R.S. § 41-1091(B) Notice**

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

**Arizona Department of Agriculture**  
**POLICY AND PROCEDURE**

**Plant Services Division**

**Phytosanitary Application Guidelines**

**Inspections for Small Grains**

SECTION  
5.00

CHAPTER  
A

NUMBER  
5.21

EFFECTIVE DATE  
24 Jan 94

DIRECTOR'S SIGNATURE

*[Signature]*

**Step 1 Pre-notification Form**

Applicant

Notifies the Seed Program Specialist to obtain a listing of respective disease and insect requirements.

This form is to be submitted to the Seed Program Specialist at least three weeks before the planting date.

**Step 2 Review of notification**

Seed Program Specialist

Notifies Ag Lab Bio Section of commodities and target organisms

**Step 3 Inspection Feasibility Review**

Ag Lab Bio Section

Determines feasibility and guidelines for required inspection(s)

Notifies Seed Program Specialist of recommendations

Provides information and training to inspecting agencies

Procures and schedules necessary laboratory equipment and resources

**Step 4 Notification of Inspection Feasibility**

Seed Program Specialist

Notifies applicant of inspection feasibility

**Step 5 Application Submittal**

Applicant

Requests phytosanitary applications and field inspection records from District Office

Completes, signs, and returns ALL copies of documents to District Office in the County the seed crop is being grown within 2 weeks of planting.

**Step 6 District Office**

Verifies export requirements

Signs and dates applications

Distributes applications as follows:

White:	Seed Program Specialist
Gold:	District Office
Yellow:	Crop Improvement Association
Pink:	Applicant

Distributes field inspection records as follows:

White:	Crop Improvement Association
Yellow:	Crop Improvement Association
Gold:	Crop Improvement Association
Pink:	District Office

**Step 7 Seed Program Specialist**

Files applications by commodity and application number

**Step 8 Crop Improvement Association**

In conjunction with ADA, conducts field/commodity inspections based upon guidelines supplied by Ag lab Bio Section.

Submits samples to District Offices or to Lab directly, if necessary, recording

ID request numbers on field inspection records (using ACIA as sample number prefix).

District Office

Conducts verifying field/commodity inspections based upon guidelines supplied by Ag Lab Bio Section. Joint inspections between Arizona Crop Improvement Association and ADA personnel are desirable.

Submits samples to Lab as necessary, recording ID request numbers on field inspection records.

Ag Lab Bio Section

~~Analyzes samples for targeted organisms~~

~~Provides ID results to the agency that submitted the sample (ADA or ACIA)~~

District Office

Conducts verifying field/commodity inspections. Ten percent (10%) inspection of total acres will be conducted by the district office.

Step 9 Sample analysis

Ag Lab Bio Section

Analyzes crop samples for targeted organisms

Provides ID results to submitting district office

The Seed Specialist will advise the Ag Lab Bio Section when the crop harvest date is. The Ag Lab Bio Section will send the results to the submitting district office before the crop harvest date. If the Ag Lab Bio Section is unable to analyze the crop sample before the crop harvest date, the Ag Lab Bio Section will find another lab that can perform the required analysis and provide the results by the crop harvest date.

Step 10 Recording of Results

Crop Improvement Association

For each required inspection, record results on the appropriate copy of the field inspection record after obtaining results from the district office.

Distribute the field inspection records as follows:

Gold: Seed Program Specialist (after 1st inspection  
is completed and results recorded)  
White: Seed Program Specialist (after 2nd inspection  
is completed and results recorded)  
Yellow: Crop Improvement Association copy

District Office

For each required inspection and after any determinations made by the Lab, record results and attach the completed ID result form (if a sample was submitted to the Lab) to the District Office copy of the field inspection record.

Distribute the field inspection record as follows:

Pink: Seed Program Specialist (after the inspection  
is completed and the results recorded)

**Step 11 Seed Program Specialist**

Reconciles field inspection records with respective applications for each inspection.

Mails or provides a fax of copies of completed field inspection records to applicant.

Tracks and verifies inspection completions.

Notifies Crop Improvement Association of non-inspected applications.

**Step 12 Seed Program Specialist**

If samples are not submitted to the Lab, then Seed Program Specialist can issue, upon written request, a "Statement of Inspection", attesting to the health of the crop and providing crop data, application number, and target organisms listed for export.

Ag Lab Bio Section

If samples are submitted to the Lab, a "Certificate of Analysis" can be issued by the Lab detailing results of analysis performed on the sample. This document can be requested in writing through the Seed Program Specialist.

This document is sent directly to the Seed Program Manager.

**Step 13    Seed Program Specialist**

Reconciles all inspection records, applications, and any required certifying documents.

Records and notifies appropriate agency of any application/inspection record discrepancies.

ARIZONA DEPARTMENT OF AGRICULTURE  
PRE-NOTIFICATION FOR PHYTOSANITARY APPLICATION  
FOR FIELD INSPECTION  
SEED FOR EXPORT

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

KIND OF SEED: \_\_\_\_\_ VARIETY: \_\_\_\_\_ APPROX # OF ACRES: \_\_\_\_\_

BOTANICAL NAME OF SEED: \_\_\_\_\_

APPROXIMATE PLANTING DATE: \_\_\_\_\_ APPROXIMATE HARVEST DATE: \_\_\_\_\_

COUNTRIES OF EXPORT: \_\_\_\_\_

\_\_\_\_\_

This notification will alert the Department to what seed crop is to be exported and what the export requirements are. This will also alert the State Agricultural Lab as to field inspection feasibility. Please state on Pre-Notification form if all countries requirements are being requested.

The Pre-Notification Applications can be obtained from your District Office in your county and submitted to the Seed Program Specialist at least three weeks before the planting date. For those fields already planted, the Pre-Notification Application needs to be submitted immediately.

After the notification has been reviewed by the State Agricultural Laboratory Biological Section, the Seed Program Specialist will notify you of inspection feasibility.

If you have any questions, please contact your District Office or the Seed Program Specialist at (602) 542-0981.

### Seed Crop Field Inspection - Submission of Plant Sample

During a field inspection of a seed crop, it is often necessary to collect and submit to the state agriculture lab a plant sample that may be infected with a target disease organism.

A target disease organism is one that is listed for the host in the "excerpt" program.

The district offices will use an application and field inspection record system to keep track of fields to be inspected in their area. The Seed Program Specialist will use the same record system for state-wide activities as outlined in Steps 6, 8, and 10 of this policy. The specialist's record and the district office record need to match.

The specialist will notify the district offices of which applications can have a phytosanitary certificate issued based on results of the field inspections. If there is a discrepancy in the records, then the certificate is not to be issued.

The specialist will periodically contact the district offices to monitor the status of fields to be inspected and lab results of the plant samples that were submitted for testing. All applications and inspection records are to be sent to the specialist in a timely manner to avoid possible discrepancies that would result in a certificate not being issued.

In the event that field inspections have been completed but results of the lab analysis of a plant sample are pending, a phytosanitary certificate is not to be issued.

This record will contain the following, which will give the district office and the seed program specialist a better tracking of field inspection activities and result in the proper issuance of a phytosanitary certificate.

1. A record of all applicants' crops and the number of acres to be inspected
2. Reference to fields that have or have not been inspected



3. An alert to not issue a certificate if a lab analysis is pending
4. Record of approximate time of export (The lab analysis must be received before this time period.) This info must be obtained prior to the 1st field inspection.

A photocopy of the phytosanitary certificate is to be sent to the seed program specialist within two working days of the issuance of the certificate.

Once again, no phytosanitary certificate is to be issued when sample results are pending. Results must be received by the district office before the certificate can be issued.

Plant samples collected by ACIA are to be submitted to the ADA office in the county where the samples were obtained.

The specimen for identification form (#0076) must contain the ACIA reference number and the letters "ACIA" as the collector.

When the district office receives the results from the Ag Lab, the office is to contact ACIA (621-1297) and inform them of the results. This can also be done by fax (621-1296).

# SPECIMEN FOR IDENTIFICATION

ARIZONA DEPARTMENT OF AGRICULTURE - STATE AGRICULTURE LAB - BIOLOGY SECTION  
2422 W. HOLLY, PHOENIX, AZ. 85009 PH# 602-253-1920 FAX# 602-253-2247

OFFICE _____	No. _____	RUSH	AG	NON-AG	INITIAL	RECHECK
SUBMITTING AGENCY: ASD ESD PSD PUBLIC/OTHER _____						
HOST <u>WHEAT-ADAMS</u> PROGRAM _____ ORIGIN _____						
COLLECTOR <u>ACIA-4520</u> COLL. DATE _____						
LAB SECTION: BOTANY ENTOMOLOGY MALACOLOGY NEMATOLOGY PLANT PATH. SEED						
AFFECTED PLANT PARTS: _____						
COUNTY: _____ ELEVATION: _____ HABITAT: _____						
SUSPECTED I.D.: _____						
ADDITIONAL INFORMATION/COMMENTS: _____						
_____						
_____						

ARIZONA DEPARTMENT OF AGRICULTURE  
PRE-NOTIFICATION APPLICATION  
SEED FOR EXPORT

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

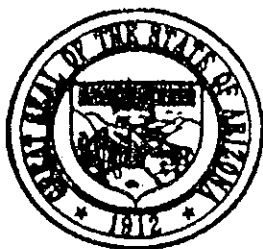
ADDRESS: \_\_\_\_\_

KIND OF SEED: \_\_\_\_\_ VARIETY: \_\_\_\_\_ NO. OF ACRES: \_\_\_\_\_

APPROXIMATE PLANTING DATE: \_\_\_\_\_ APPROXIMATE HARVEST DATE: \_\_\_\_\_

COUNTRIES OF EXPORT: \_\_\_\_\_

After the notification has been reviewed by the State Agricultural Laboratory Biological Section, the Seed Program Specialist will notify you of inspection feasibility.



## ARIZONA DEPARTMENT OF AGRICULTURE

1688 WEST ADAMS • PHOENIX, ARIZONA 85007 • (602) 542-4373

No 18501

## APPLICATION FOR PHYTOSANITARY FIELD INSPECTION OF SEED CROP FOR EXPORT

Applicant (Company)			Serial No.
Address			
Kind of Seed	Variety	Lot No.	Acres
Grower		County	Date
Countries of Export		Field Locations	
Seed Treatment	Amount of Treatment	Approx. Planting Date	Approx. Harvest Date

Export Requirements:

## SEED MOVEMENT

APPLICANT SHALL CONTACT THIS DEPARTMENT IF ADDITIONAL PESTS OTHER THAN THOSE LISTED ARE LISTED IN THE OFFICIAL IMPORT PERMIT GRANTED BY THE RECEIVING COUNTRY. (ADDITIONAL TIME IS NEEDED FOR RESEARCH AND PREPARATION OF TRAINING AIDS FOR FIELD INSPECTORS).

Forward all four copies, plus maps, to Department of Agriculture, 1688 West Adams, Phoenix, AZ 85007. Submit within 15 days after planting.

The grower or seed company representative must notify the Department of Agriculture if the field is withdrawn from the export program in five (5) days.

The grower or seed company representative must notify the Department of Agriculture of the approximate day seed is to be harvested.

The seed company shall keep a record of seed grown for export. This record shall include name of grower, application number of field, crop, and where each grower's seed is stored.

The seed company representative must notify the Department of Agriculture of origin and destination when seed being processed, or seed in storage, is moved to a new location.

Records of field-inspected seed will be kept for three years by the Department of Agriculture in the county where the seed is being stored. If there is a need to maintain records on a specific lot for a longer period of time, the seed company representative will contact the Department of Agriculture.

Failure to comply with the above conditions may result in loss of identity of the seed and the inability of the Department of Agriculture to issue a Phytosanitary Certificate for the field inspected seed.

Any seed grown and inspected in Arizona and shipped to another state for processing must have serial number placed on the shipping bills. Failure to place the serial number on the shipping bills could result in the receiving state not being able to issue a phytosanitary certificate.



## ARIZONA DEPARTMENT OF AGRICULTURE

1688 WEST ADAMS • PHOENIX, ARIZONA 85007 • (602) 542-4373

## FIELD INSPECTION RECORD


Program (check applicable boxes):

- ☐ Vegetables      ☐ Seed  
☐ Fruit              ☐ Ornamentals  
☐ Agronomic        ☐ Other \_\_\_\_\_

Application # \_\_\_\_\_

Grower/Owner \_\_\_\_\_

Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Sec. \_\_\_\_\_ Twn. \_\_\_\_\_ Rng. \_\_\_\_\_ Co. \_\_\_\_\_

Crop/Var. \_\_\_\_\_ Acres \_\_\_\_\_

N Lot # \_\_\_\_\_ Planting Date \_\_\_\_\_

Scale: smallest square = \_\_\_\_\_ acres

First Inspection

Date:

Time:

Inspector:

Stage of Maturity: \_\_\_\_\_

Diseases: \_\_\_\_\_

Insects: \_\_\_\_\_

Weeds: \_\_\_\_\_

Second Inspection

Date:

Time:

Inspector:

Stage of Maturity: \_\_\_\_\_

Diseases: \_\_\_\_\_

Insects: \_\_\_\_\_

Weeds: \_\_\_\_\_

Third Inspection

Date:

Time:

Inspector:

Stage of Maturity: \_\_\_\_\_

Diseases: \_\_\_\_\_

Insects: \_\_\_\_\_

ARIZONA DEPARTMENT  
OF AGRICULTURE

DATE: 6/29/95

Addendum: 5.20, 5.21, 5.22

All Applications for Phytosanitary Field Inspections of Seed Crop for Export submitted to your district office but involving fields in another county must be forwarded to the district office in that specific county for their review and signature. If by accident you sign an out-of-county application, you must neatly LINEOUT your signature. To avoid such a situation you must check the box indicating the county the fields are located in. A record is to be kept as a reminder of the error and that other documentation received from the applicant regarding that application must be sent to the appropriate district office. Also the Seed Specialist is to be notified of the error with a reason the error occurred.

PPQ 577 forms (Phytosanitary Certificates) issued on seed crops for export may be filled out by ADA personnel or the applicant. Caution must be taken when filling out this form by ADA personnel to avoid errors resulting in voiding out the entire form. The ADA inspector must completely review the certificate before signing to insure that s/he is not signing a certificate that should be signed by another district.

A certificate can be issued on seed crops grown and harvested in one county, and shipped and stored in another county PROVIDING the issuing district has written documentation of proof of field inspection (copy of the Field Inspection Record and Certificate of Inspection) and negative sample results (copy of the lab ID slip) from the district office in the county of origin of the seed crop.

Also, please see that the applicants understand that they should send ALL paperwork to the correct district office to be processed. This will also cut down on the chance of mishandling of these forms.

If you have any questions, please contact the Seed Specialist.